

# High School to College and Career Pathway: Secondary

Area of Study: Health Science & Technology Education



## Pathway: Health Informatics

### Medical Office Administrative Assistant

Middle School		State Requirements			High School Suggested Education Plan				College & Careers																														
7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Middle School		High School	9 <sup>th</sup> Grade Suggested	10 <sup>th</sup> Grade Suggested	11 <sup>th</sup> Grade Suggested	12 <sup>th</sup> Grade Suggested	Beyond High School																														
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	Language Arts 12 1.00																															
Pre-Algebra 1.00	Elem. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit—class of 2011)		<p>There are a number of options for education and training beyond high school, depending on your career goals.</p> <p>&gt; Certificate</p> <p>&gt; Associate degree</p> <p>&gt; Bachelor's degree</p> <p>&gt; Professional degree</p> <p>&gt; On-the-job training</p> <p>&gt; Apprenticeship</p> <p>&gt; Military training</p>																														
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	Medical Anatomy and Physiology 1.00																																
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	Geography for Life .50	World Civilizations .50	U.S. History II 1.00	U.S. Government and Citizenship .50																															
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life .50 / Health Education .50 Lifetime Activities or Sport .50																																	
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50																																		
			Financial Literacy	.50			Financial Literacy .50																																
Keyboarding .50			Computer Tech.	.50	Computer Technology .50																																		
CTE Intro 1.00		1.00	Career and Technical Education	1.00	<p><b>Career and Technical Education Recommended Pathway Courses</b></p> <p>(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)</p> <p><b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b></p> <table><tr><th>Course #</th><th>Foundation Courses: (required)</th><th>Credit</th></tr><tr><td>51.0703</td><td>Medical Office Administrative Assistant</td><td>1.00</td></tr><tr><td colspan="3"><b>Elective Courses:</b></td></tr><tr><td>51.0001</td><td>Health Science, Introduction *</td><td>.50</td></tr><tr><td>51.1399</td><td>Medical Anatomy &amp; Physiology</td><td>1.00</td></tr><tr><td>51.0707</td><td>Medical Records Technician</td><td>.50</td></tr><tr><td>51.0799</td><td>Medical Terminology</td><td>.50</td></tr><tr><td>51.0708</td><td>Medical Transcription</td><td>1.00</td></tr><tr><td>51.1199</td><td>Health Science, Advanced (capstone course)</td><td>1.00</td></tr><tr><td>32.0199</td><td>Student Internship (Critical Workplace Skills)</td><td>.50</td></tr></table> <p>* It is preferred that this course be taken prior to any foundation course.</p> <p>Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.</p>					Course #	Foundation Courses: (required)	Credit	51.0703	Medical Office Administrative Assistant	1.00	<b>Elective Courses:</b>			51.0001	Health Science, Introduction *	.50	51.1399	Medical Anatomy & Physiology	1.00	51.0707	Medical Records Technician	.50	51.0799	Medical Terminology	.50	51.0708	Medical Transcription	1.00	51.1199	Health Science, Advanced (capstone course)	1.00	32.0199	Student Internship (Critical Workplace Skills)	.50
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<p><b>Workforce Trends</b></p> <p>According to the Utah Department of Workforce Services, a total of 11,000 average annual job openings are expected for this occupation through the year 2010.</p> <p><b>Get the Facts</b></p> <p>As insurance policies become more intricate, and as government sets more guidelines and creates new laws surrounding the profession, there is an increased need for administrative help within hospitals, clinics, and other medical offices.</p>		<p>Core Curriculum and elective requirements may vary district to district. Check with your school counselor.</p> <p>Concurrent enrollment course offerings vary by school and district.</p>																																					

For more information on salary projections, labor market demand, and training options, visit [www.careers.utah.gov](http://www.careers.utah.gov).

**Note:** For more information, talk to your school counselor.